



Penticton Indian Band
841 Westhills Drive,
Penticton, British Columbia
Canada V2A 0E8

Telephone: 250-493-0048

Position Title:	Daycare Cook Assistant	Pay Rate:	Starting at \$20.00/ hour
Department:	PIB Daycare	Classification:	9 - Support
Status:	Full-time, Permanent	Hours of Work:	37.5 Hours per week
Responsible To:	Child Care Programs Manager		
Location:	Little Paws Children's Centre, 140 Outma Sqilx'w Place, Penticton, BC, V2A 0E3		
Deadline:	November 21, 2025		

Job Summary:

The Daycare Assistant Cook's priority is to assist in all aspects of the daycare's food services program (breakfast, morning snack, lunch, afternoon snack); ensure quality food safe practices and preparation; meals and service. The Daycare Assistant Cook will be guided and supported by the Daycare Head Cook in the day-to-day operations of the kitchen and food program. The Daycare Assistant Cook is responsible for assisting in grocery shopping, monitoring, and maintaining all kitchen inventories and adhering to industry sanitation practices and standards. The Daycare Assistant Cook will assist in documenting and monitoring all kitchen equipment, ensuring they are in proper working order. The Daycare Assistant Cook will work collaboratively with the Daycare Head Cook, Child Care Programs Manager, ECE Coordinator, Program Supervisors, Educators, families, and community to support positive child development.

Core Competencies:

- Accountability & Dependability
- Teamwork
- Problem solving
- Planning & Organizing
- Communication
- Flexibility
- Continuous improvement
- Patient
- Leadership
- Organization
- Ethics
- Integrity

Duties/Responsibilities:

- Assist, as needed, in the design of a nutritious breakfast & lunch program for daycare.
- Ensure the menu is posted for families each week prior to offering to children and updated as substitutions are made.
- Go grocery shopping, ensuring all ingredients for weekly menus are purchased as needed.
- Maintain and track kitchen inventory levels, purchasing and restocking food and supplies, as necessary.
- Responsible for understanding the budget parameters and demonstrating sound judgment in shopping and purchasing for the programs.
- Assist in the preparation of a healthy breakfast, lunch, and snacks for children and staff five days per week.
- Incorporate traditional foods (meat, fish, berries, roots) in menu and recipes when possible.

- Provide a variety of fresh vegetable and fruit options.
- The prepared meals will be placed on carts and delivered to each program room by scheduled lunch and snack times.
- Adhere to food safe practices, ensuring proper preparation, sanitization, and storage after each meal (kitchen, dishes, floors, countertops, food surfaces, leftover food, etc.).
- Follow good routines to ensure safety, cleanliness, and upkeep of work areas, including kitchen and serving areas:
 - Clean and maintain area where meals are prepared and served.
 - Clean all plates, bowls and utensils using industrial sanitizer and put items away when clean.
 - Wash all pots and pans by hand.
 - Clean all kitchen surfaces, stovetop, and oven after use.
 - Sweep floor daily.
- Assist programs with water bottle sanitizing at end of each day.
- Maintain equipment and assist in housekeeping duties as needed.
- Continue professional development through attending workshops, conferences, and other staff development activities.
- Willingness to learn Okanagan language, cultural practices, and protocols.
- Demonstrate behavior that is professional, ethical, and responsible.
- Assist with other duties as requested by the Daycare Head Cook/Child Care Programs Manager/ECE Coordinator/Program Supervisors.
- Cover for ECE absence as needed/applicable.

Qualifications/Requirements:

Minimum Academic/Educational Requirements

- Grade 12 and/or combination of related training or experience.
- Knowledge and understanding of standards of practice and BC Child Care Licensing Regulations.

Other Certification, Licenses, Designations and/or Training

- Criminal record check
- Three references
- Current immunizations and TB clearance
- Current First aid certificate
- Current Food Safe certificate
- Valid Class 5 Driver's License
- Transportation to and from work

Specific Job Skills and Levels

- Excellent interpersonal skills
- High level of energy
- High level of patience
- Genuinely committed to helping children learn
- Cultural sensitivity
- Excellent problem-solving skills
- Excellent negotiation and mediation skills
- Ability and willingness to perform physical tasks

- High level of trust and confidentiality
- Computer literacy, including proficiency with computer software applications such as MS Word, Excel, Email

Minimum Level of Experience

- Minimum one year experience working in food service industry.

Personality Traits

- Enthusiastic
- Compassionate
- Open Minded

Assets:

- Current valid ECE license to practice in the Province of British Columbia
- Valid BC Class 4 Drivers License
- Related training in children with special needs
- Knowledge of sign language
- Knowledgeable about the language and culture of the syilx Okanagan people

Working Conditions:

- May be exposed to communicable diseases, and conditions
- Interacts with children, family members, staff, visitors, and government agencies
- Regular to frequent requirement, and as needed, to lift to 45 lbs., including bending, stooping, stretching, squatting, pushing and pulling, and sitting and walking
- Ability to stand for long periods of time
- Ability to manage time and have food prepared on time
- Noise level can be moderate to loud
- Overtime may be required

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a competitive compensation and benefits package as well as a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career, please send a resume and cover letter to the attention of:

Armando O. Lopez, HR Manager

Penticton Indian Band

Mail:

841 Westhills Drive
Penticton, BC V2A 0E8

Email:

jobs@pib.ca

In Person:

PIB Administration Offices – 841 Westhills Drive, Penticton, BC

The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.